

**U.S. DEPARTMENT OF ENERGY (DOE)
ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER (EMCBC)
VITAL RECORDS INVENTORY**

Vital Record Title	Tier (1,2,3)	Original Location	Organization/ Record Custodian	Volume of Feet/Bytes	Format of Vital Record	Name of Electronic Application	Vital Record Location	Cycling Schedule	Protection	Records Description
EMCBC Occupant Emergency Plan (PL-472-01)	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Greg Campbell	.01 cubic feet	Paper / Electronic	Microsoft Word / PDF	Springdale - 175 Tri County Parkway (COOP)	Annually or when updated	Dual Storage	Provides protocol, contacts, steps, and evacuation plans in the event an actual or potential emergency/disaster.
Continuity of Operations Plan (COOP) (PL-471-01)	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Greg Campbell	.01 cubic feet	Paper / Electronic	Microsoft Word / PDF	Springdale - 175 Tri County Parkway (COOP)	Annually or when updated	Dual Storage	Provides protocol, contacts, and steps in the event of an actual or potential emergency/disaster.
Lease Agreements (Initial Facility Assessments, GSA Lease Agreements)	2	Paper: Chiquita Center – 6 th Floor File Room Electronic: CBC Network	Office of Technical Support & Asset Management Joanne Kromski	1 cubic feet	Paper / Electronic	PDF	N/A	Annually or when updated	Dual Storage	Lease Agreements for the various EMCBC facilities, PPPO, Moab, Denver Bldg. 55, and ETEC (Chiquita Center, Boggs Lane, Tri-County Parkway)
Contact Lists: <ul style="list-style-type: none">Accountability ListEMCBC Emergency Phone ListSmall Sites / Support Sites Phone Directory	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Greg Campbell	.01 cubic feet	Paper / Electronic	PDF	Springdale - 175 Tri County Parkway (COOP)	Annually or when updated	Dual Storage	Lists to notify staff in the event of an emergency or disaster.
Chiquita Center Facility Security Plan (PL-470-02)	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Pat Vent	.01 cubic feet	Paper / Electronic	Microsoft Word / PDF	Springdale - 175 Tri County Parkway	Annually or when updated	Dual Storage	Provides protocol, contacts, and steps in the event of an actual or potential emergency/disaster at the Chiquita Facility.
Building 55 Facility Security Plan	1	Paper: Building 55, Denver Federal Center & Chiquita Center 6 th Floor	Office of Technical Support & Asset Management	.01 cubic feet	Paper / Electronic	PDF	Building 55, Denver & Chiquita Center	Annually or when updated	Dual Storage	Provides protocol, contacts, and steps in the event of an actual or potential emergency/disaster at the Building 55 Facility.
IT (Information Technology) Contingency Planning and Activation (TID-	2	Paper: Chiquita Center – 5 th Floor & Tri-county Parkway	Office of Information Resource Management	.02 cubic feet	Paper / Electronic	Microsoft Word / PDF / Encrypted flash drives	N/A	Annually or when updated	Dual Storage	Provides protocol, contacts and steps for the recovery of network systems in the event of an emergency or disaster.

Tier 1: Records essential to the continued functioning of an organization within the first few days of an emergency or disaster, also called COOP records.

Tier 2: Records essential to respond to the emergency or disaster, to handle the crisis and reduce or mitigate disruption of the operation, between days 6 and 30.

Tier 3: Records necessary to respond to the emergency or disaster after 30 days. These are mostly project-specific records that are needed to continue work on the most crucial projects after the emergency response is under control.

LF: Legal and Financial Rights Records

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1290-1311)		(Suite A) Electronic: CBC Network & Encrypted Flash drives	Ward Best							
Cyber Security Incident Response Plan (IMP-IRM-8308-04)	1	Paper: Chiquita Center – 5 th Floor & Tri-county Parkway (Suite A) Electronic: CBC Network & Encrypted Flash drives	Office of Information Resource Management Ward Best	.02 cubic feet	Paper / Electronic	Microsoft Word / PDF / Encrypted flash drives	N/A	Annually or when updated	Dual Storage	Provides protocol and steps to be followed when an Incident or potential incident is identified by users or administrators.
Safety Technical Qualification Program Records	3	Paper: 175 Tri-County Parkway (Fire Proof Cabinet)	Office of Technical Support & Asset Management Melvin Boyd	2 cubic feet	Paper	PDF	N/A	Annually or when updated	To be scanned to allow for dual storage; at which time paper will be maintained at Springdale (175 Tri-County Parkway)	Individual files on all EMCBC and EM technical personnel whose duties or responsibilities require participation in the TQP.
Personal Property Inventory List	2	Paper: 175 Tri-County Parkway (Fire Proof Cabinet) Electronic: Database	Office of Technical Support & Asset Management Marilyn Peoples	.01 cubic feet		Database	N/A	Paper records will be updated Quarterly.	Dual Storage	Personal property records; inventory, tag numbers, maintenance agreements, invoices and responsible person.
Records Disaster Prevention, Mitigation and Recovery Plan (PL-243-05)	2	Paper: Chiquita Center – 6 th Floor Electronic: CBC Network	Office of Technical Support & Asset Management Kathy Reid	.01 cubic feet	Paper / Electronic	Microsoft Word	Springdale – Tri-County Parkway - Basement (Area C) (Tri-County Parkway)	Annually or when updated	Dual Storage	Provides protocol and steps for records prevention, mitigation and recovery in the event an actual emergency/disaster occurs.
Vital Records Inventory	1	Paper: Chiquita Center	Office of Technical Support & Asset	.01 cubic feet	Paper / Electronic	Microsoft Word	Springdale – Tri-	Annually or when	Dual Storage	

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		– 6 th Floor Electronic: CBC Network	Management Jackie Schoultheis				County Parkway - Basement (Area C) (Tri-County Parkway)	updated		
EMCBC Records Inventory	2	To Be Developed	Office of Technical Support & Asset Management Jackie Schoultheis	TBD	Paper / Electronic	Microsoft Word / Autonomy Records Manager	Springdale – Tri-County Parkway - Basement (Area C) (Tri-County Parkway)	Annually or when updated	Dual Storage	

The following Legal and Financial Rights Records are the responsibility of HQ, but may be needed by the CBC in the event of an emergency or disaster.

Personnel Records	LF	Electronic - HQ	DOE – HQ - CF		Electronic	e-OPF				
Payroll / Leave Records	LF	Electronic – HQ	DOE – HQ - CF		Electronic	ATTAPS				
Consolidated System to manage STARS, STRIPES and CHRIS	LF	Electronic – HQ	DOE – HQ - CF		Electronic	iMANAGE				

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